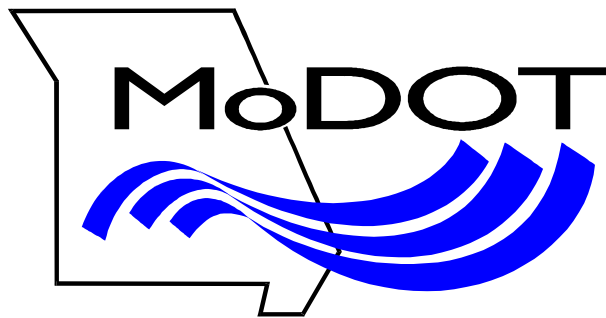


# **2006 Transportation Enhancement Program**



**Missouri Department of Transportation  
District 8 Rural Area**

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**Springfield District – Rural Area**

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# A Guide to Transportation Enhancements

The Transportation Enhancement Program, created by Congress in 1991, requires each state to reserve 10 percent of its Federal Surface Transportation Program funds annually for designated Transportation Enhancement activities to ensure transportation spending supports more than just roads.

Transportation Enhancement funds are available to develop a variety of project types, that are located in both rural and urban communities. The projects help create more travel choices by providing funding for such things as sidewalk construction, bike lanes and to convert abandoned railroad rights of way to trails. Communities may also use the Transportation Enhancement Program to revitalize local regional economies by restoring historic buildings, renovating streetscapes or providing transportation museums and visitor centers.

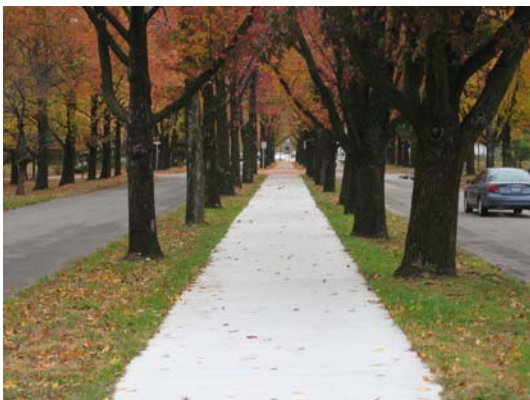
This guide has been modified to meet the needs of the MoDOT District 8 – Rural Area (which includes Hickory, Dallas, Polk, Laclede, Webster, Wright, Douglas, Ozark, Stone, and Taney Counties and areas outside of the Springfield Metropolitan Area of Greene and Christian Counties) and will help an applicant through the application process. It provides tips for meeting state and federal requirements, and explains how a project progresses from start to finish.

## Transportation Enhancement Activities

The following list of Enhancement activities includes examples of previous enhancement projects. This list of projects is not comprehensive, but offers examples of how Transportation Enhancement funding can be used. Although the federal government provides guidance and ensures compliance, states are responsible for selecting their own enhancement projects. To discuss specific eligibility guidelines, contact the MoDOT District enhancement representative identified on page 25 of this document or view [www.enhancements.org](http://www.enhancements.org) on the Internet.

### Bicycle and Pedestrian Group

**Pedestrian and Bicycle Facilities:** This category provides funding for new or reconstructed sidewalks, walkways, curb ramps, bike-lane striping, wide paved shoulders, bike parking, bus racks, off-road trails, bike and pedestrian bridges and underpasses.



City of St. James Hiking and Biking Path  
City of St. James

The city of St. James Path consists of 10,520 feet of bicycle and pedestrian path, 5,055 feet of new curb and 75 curb ramps. This project allows bicyclists and pedestrians access to commonly used community

facilities. Bicycle and pedestrian facilities must adhere to the American Association of State Highway and Transportation Officials (AASHTO) standards unless a design variance is granted.

**Conversion of Abandoned Railway Corridors to Trails:** This category provides funding for acquiring railroad rights-of-way; planning, designing and constructing multi-use trails; and developing rail-with-trail projects.



Urban Trail Corridor – Phase 7  
City of St. Joseph

The St. Joseph Urban Trail is located on the historic Chicago and Rock Island Railroad corridor, connecting 9.2 miles of the St. Joseph Parkway System. This project converted the unutilized railway corridor to a bicycle and pedestrian facility that provides an east-west link to existing trails and sidewalks within the city of St. Joseph.

## Scenic and Natural Resources Group

**Scenic or Historic Highway Programs Including Tourist and Welcome Centers:** This category provides funding for the construction of turnouts, overlooks, visitor centers, viewing areas and designation signs and markers.



Lewis and Clark Historical Marker Signs  
MoDOT statewide project  
Charleston

The Lewis and Clark Historical Marker signs project provided signs commemorating the Lewis and Clark Expedition.

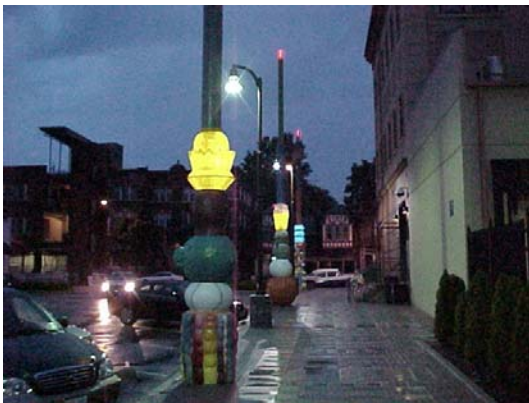
**Acquisition of Scenic or Historic Easements and Sites:** This category provides funding for acquiring scenic land easements, vistas and landscapes, purchasing buildings in historic districts or historic properties and preserving farmland.



Acquisition of the Rice-Tremonti House  
City of Raytown

The Rice-Tremonti House property is located along the historic routes of the Santa Fe, Oregon and California trails. It is located in the city of Raytown at the intersection of 66<sup>th</sup> Street and Blue Ridge Cutoff (Old Santa Fe Road). This project acquired, preserved and provided public access to a 3.6-acre historic site and associated buildings, located on the primary route of these three nationally significant historic trails. This project made an historic site available to the public in perpetuity. The city permanently owns, maintains and operates the property as a public park and museum.

**Landscaping and Scenic Beautification:** This category provides funding for improvements such as street furniture, lighting and public art, and landscaping along streets, historic highways, trails, interstates, waterfronts and gateways.



Delmar Community Pathway  
City of St. Louis

The project consists of seven icon poles that include a series of art elements. Four of the poles contain recognizable images from the Delmar Loop rendered in glazed ceramic. The other three poles consist of ceramic cylinders with geometric patterns. On top of each ceramic stack is a light shade made of translucent fiberglass that conceals a 120-volt light.

**Environmental Mitigation of Runoff Pollution and Provision of Wildlife Connectivity:** This category provides funding for runoff pollution studies, soil erosion controls, detention and sediment basins, river clean-ups and wildlife crossings.



Upper Jordan Creek Greenway  
City of Springfield

The Upper Jordan Creek Greenway Project develops land purchased by the city of Springfield for stormwater improvements. This project makes improvements to the water collection facility in order to help prevent erosion and pollution in the creek. It includes the naturalization of the current concreted channel and the upgrading of four box culverts. It also includes 5,000 feet of asphalt trail for bicycles and pedestrians. This project connects two parks, neighborhoods, schools, colleges and businesses. It also creates a link under Chestnut Expressway and to the downtown Jordan Valley Park area.

## Historic and Archeological Group

**Historic Preservation:** This category provides funding for preservation of buildings and facades in historic districts, restoration and reuse of historic buildings for transportation-related purposes and pedestrian access improvements to historic sites and buildings.



Hannibal Mark Twain Area  
Restoration Project  
City of Hannibal



The Hannibal Mark Twain Area Restoration Project provides historic lighting on approximately seven blocks of Broadway Street in Hannibal. This project is part of the Hannibal Mississippi River Front Master Plan adopted by the city of Hannibal in May 1995.

**Rehabilitation and Restoration of Historic Transportation Buildings, Structures or Facilities:** This category supports the restoration of railroad depots, bus stations and lighthouses and the rehabilitation of rail trestles, tunnels and bridges.



Restoration of the Old Appleton Bridge  
Village of Old Appleton

The Village of Old Appleton Pedestrian and Bicycle Bridge Project restores this bridge constructed in 1879 by H. W. Sebastian and Company of St. Louis. A record flood washed the bridge off its piers and over the milldam in 1982. This project restores and remounts the bridge on higher pilings and makes the crossing accessible to bicyclists, pedestrians and equestrians. This project will improve the safety of the Lower Mississippi Delta Trail.

**Establishment of Transportation Museums:** This category supports construction of transportation museums, including the conversion of railroad stations or historic properties to museums, with transportation themes and exhibits or the purchase of transportation-related artifacts.



Sedalia Katy Depot / Railroad  
Heritage Museum  
City of Sedalia

The Railroad Heritage Museum is located in the Sedalia Katy Depot. This project renovated the Sedalia Katy Depot and provides a welcome area, museum office and four exhibit galleries. The grounds include interpretive exhibits with restored rolling stock and rail sculptures. The depot is listed on the National Register of Historic Places. The project is accessible to bicycle and pedestrian visitors along the Katy Trail State Park.

## Project Eligibility Requirements

To sponsor a Transportation Enhancement project, an applicant must follow the state and federal rules for using federal funds. The state and federal guidelines for these projects can be found in the Local Public Agency Manual at [www.modot.mo.gov/business/manuals/localpublicagency.htm](http://www.modot.mo.gov/business/manuals/localpublicagency.htm) and the Code of Federal Regulations, respectively. A Transportation Enhancement project must adhere to the following guidelines. Local committees can apply tighter guidelines at their discretion. Please contact the MoDOT District enhancement representative listed on page 25 of this guide for more information.

A Transportation Enhancement project must:

- For the MoDOT District 8 Rural Area, must meet at least one of the 9 Transportation Enhancement activities
- Have a direct relationship to an intermodal transportation system in terms of function, proximity or impact
- Involve activities that are over and above normal transportation practice
- Provide public access for at least 25 years
  - The property must be either owned by the project sponsor or involve a permanent lease
- Have a project maintenance plan for at least 25 years
- Be sponsored by a local government or public agency
  - If the applicant is a state or federal agency, then the applicant must include a resolution from the local governing councils or commissions supporting the project
- Meet the minimum project size of \$25,000 in federal funding for enhancement projects
- Provide a local match of at least 20 percent of the total project cost or the minimum required by your local committee
- The minimum total project cost is \$31,250. This includes the \$25,000 in federal funds and \$6250 in local match, assuming that a 20 percent match is required
- Meet any requirement established by local committee for maximum project funding
- Be governed by the Local Public Agency Manual, and other design guidance adopted by the local committees

## Important Information for Applicant

Project sponsors should keep in mind the following:

- This program **reimburses** the project sponsor for costs incurred. It does not provide money up front.
- The maximum funding limit per local agency per funding cycle will be \$200,000. We encourage very large or expensive projects be split into phases. Applications for individual phases must be submitted during separate funding cycles.
- The funds allocated to a project are fixed. The project sponsor must pay all costs incurred in excess of the funding allocated to the project. Therefore, it is important to develop a quality estimate for the project application.
- The majority of projects will go through a competitive bid process for construction. In some cases, construction may be done by volunteer or public forces.



## Project Selection Process

1. Solicit for project applications.

The MoDOT District enhancement fund representative will supply applicants with the correct application. See page 25 for the list of contacts.

The Springfield District will solicit for applications beginning February 1, 2006. **THE DEADLINE FOR COMPLETED APPLICATIONS WILL BE MAY 19, 2006. ALL APPLICATIONS MUST BE POSTMARKED BY CLOSE OF BUSINESS DAY OR DELIVERED TO THE MODOT DISTRICT 8 OFFICE BY THE END OF THE BUSINESS DAY MAY 19, 2006.**

2. Applications will be reviewed and rated by the Springfield District Rural Enhancement Committee. Funding will be applied to the projects selected by the committee. In the event the project cost exceeds the available funding the applicant may have the option to (1) fund the unfunded amount, (2) remove the project from consideration, or (3) reduce the scope of the project.
3. MoDOT staff will notify the applicant of the committee's decision.

## Reasonable Progress Requirement

There is a reasonable progress policy for federally funded projects administered by MoDOT. This policy has two objectives: (1) ensure that federal funds will be programmed for a project within one year of the funds being allocated by MoDOT; and (2) ensure that once a project is programmed it will be built or implemented. These two objectives will allow the state and its citizens to get the maximum benefit from its federal Transportation Enhancement funds. A copy of the Reasonable Progress Policy is provided on page 26 of this document. The Reasonable Progress Policy is a general policy which addresses several pass-through federal funding programs. Contact the appropriate MoDOT staff listed on page 25 for clarification.

## Application Instructions

The application, application deadline information and corresponding guidance is available from the MoDOT District 8 Office or on the MoDOT website at [www.modot.org](http://www.modot.org) by clicking Springfield Area on the map. **All applications must be postmarked no later than May 19, 2006, or delivered to the MoDOT District 8 Office in Springfield by the end of the business day May 19, 2006.**

- Submit **10 copies** of the completed Transportation Enhancement application to MoDOT District 8 Office.
- Applications must be typed. The application can be found in electronic format at [www.modot.org](http://www.modot.org) by clicking Springfield Area on the map.
- Project applications are to be stapled in the upper left hand corner. Do not use covers, binders, tabs, or any other device.

Tips for successful applications --

- Have a realistic completion plan
- Plan for cost increases and inflation
- Plan for long-term maintenance
- Check and double-check application for completeness and accuracy
- Be creative
- Provide photographs of the proposed project location
- Determine if the project complies or conflicts with MoDOT's Long-Range Transportation Plan and Statewide Transportation Improvement Program, and any Local or Regional Long Range Plan or Transportation Implementation Program
- Review all of the scoring procedures, and answer all questions

## **The Application Step by Step**

The following section provides an explanation and/or instructions for each question on the application. The application begins on page 14.

### **A. Project Sponsor Information**

Please identify the agency or governmental organization that will be responsible for incurring costs and completing the project. If funding is awarded, the contact person will become the primary contact. The contact person is expected to be aware of all rules and regulations for the program, and serve as MoDOT's primary source for project information.

### **B. Basic Project Information**

This information is used to track each project. The project must be available for public use for at least 25 years. Please indicate if a fee will be charged for public access to the project, and if so, how much that fee will be. If a fee is charged, describe how the funds raised from the fee will be used.

### **C. Project Location Information**

- 1) The project location should be accompanied by a map no larger than 8 ½ inches by 11 inches in size. The location information may include a legal description of the land on which the project will take place.
- 2) If the project is a part of a previous transportation enhancement project, indicate the project number. If right of way acquisition is required for this project, the applicant must comply with the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs (49 CFR Part 24) [www.gpoaccess.gov/cfr/index.html](http://www.gpoaccess.gov/cfr/index.html). If the project is to be located on MoDOT right of way, the applicant will need to verify the exact project location with MoDOT. The available right of way will vary from urban to rural areas. Any activity that takes place within the MoDOT right of way requires permission from the appropriate district office. **A letter of concurrence from MoDOT must be included with the application.**

### **D. Transportation Enhancement Categories by Group**

Choose the applicable enhancement categories that best describe the project. Example project types can be found on page 1 of this guide. Check all applicable categories. The categories have been combined into three groups to help facilitate the selection process within each district. Multiple groups are permitted.

## E. Project Description

The project description provides a concise overview of the proposal. Describe the overall concept of the project. Include major components such as width, length and material types. Other items to note include creative or innovative designs, safety features, maintenance standards or unique features. **All applicants are required by law to comply with the Americans with Disabilities Act (ADA) of 1990. Applicant must refer to the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for complete details on making the project accessible (if applicable).** The applicant is required to also follow any state and local accessibility codes. Drawings no larger than 8 ½ inches by 11 inches may be attached. All projects funded through the Transportation Enhancements Program must have a link to the surface transportation system – highways and roads, railroads and bicycle or pedestrian facilities. Surface transportation includes transport by both land and water. Transport by water encompasses features such as canals, lighthouses and docks or piers connecting to ferry operations.

A project must have a strong link to surface transportation in order to adequately compete for this funding. The relationship that the project has to surface transportation may be a combination of function, proximity and/or impact.

- Function – The project will serve as a functional part of the transportation system, for example the construction of bicycle and pedestrian facilities.
- Proximity – The project is located within the immediate vicinity of the transportation system, and may be visible to the general public, such as the acquisition of scenic easements or landscaping. Proximity alone is not enough to establish the relationship to surface transportation. For example, a hotel located adjacent to a state highway would not automatically be eligible to receive enhancement funds just because it is located within the view of the highway.
- Impact – The project has a physical impact on the transportation system, such as retrofitting an existing highway by creating a wetland to filter runoff from the highway. In this example, the enhancement funds would be used to mitigate the pollution from the runoff.

## F. General Cost Estimate

In the cost estimate section of the application, several categories have been set up in which to enter information pertaining to the project. Most project costs will fall into these categories.

Break down the project costs into the specific cost categories. For example, “\$80,000 for landscaping” without stating how much is for materials, labor or equipment is not acceptable. If information submitted in a proposal is unclear, the application may not be scored correctly.

Break down the costs for each category in the appropriate columns according to who will pay for that portion – either the federal share (to be reimbursed), the sponsor (as non-federal match) or a third party donation (as non-federal match). As an example: An applicant anticipates trail materials will cost \$30,000 total. The applicant is receiving \$5,000 in trail materials donated by the supplier. The federal share is \$20,000, and the applicant’s organization will pay \$5,000. The applicant’s organization’s staff will provide the labor for the project, which is expected to cost \$20,000, but the applicant wants half of the cost to be reimbursed. The budget table for this example would be as follows:

	Federal Share Request	*Non-Federal Match		Total
		Applicant Budget	Donation	
Trail Materials	\$20,000	\$ 5,000	\$5,000	<b>\$30,000</b>
Labor	\$10,000	\$10,000		<b>\$20,000</b>
	<b>\$30,000</b>	<b>\$15,000</b>	<b>\$5,000</b>	<b>\$50,000</b>

\*Details on the timing of donations and other non-federal match guidelines can be found in the Local Public Agency Manual.

In this example, the total project cost is anticipated to be \$50,000, and the federal share will cover \$30,000, or 60 percent. The match is \$20,000, with \$15,000 covered by the sponsor and \$5,000 donated by a third party.

Design and preliminary engineering costs are allowable, but they are limited to no more than 10 percent of the utility relocation, materials, labor and construction costs. Contingencies are allowable on construction costs only and are limited to no more than 10 percent of the utility relocation, materials, labor and construction costs. Construction engineering costs are allowable for construction costs only and are limited to no more than 15 percent of the utility relocation, materials, labor and construction costs.

Applicants must attach one sheet of additional cost estimates in addition to the information provided below. Remember the transportation enhancement funding is a reimbursement program, so the applicant must have funding available for the non-federal match and the federal share. Be sure to indicate the specific source(s) for the applicant's non-federal match. Non-federal match may come from private fund donations, city or county funds, force account or in-kind services. Describe any additional funds that will be used if the project cost exceeds those estimated in the general cost-estimate. The person who prepared the cost-estimate must sign in the space provided at the bottom of the page. We strongly recommend that this person be a skilled professional and experienced in estimating construction costs.

## G. Federal Match

Projects have the opportunity to earn more points toward the total score by contributing a higher dollar amount of non-federal match toward the cost of the project. Of course, the minimum match cannot be less than 20%.

## H. Impacts

### 1. Safety, Environmental and Traffic

Describe the impact and effectiveness of the project, whether social, environmental, economic or otherwise. Effective projects may affect diverse user groups, be visible to the general public or raise the significance of the project location. If the project demonstrates the best way of meeting a need, it is also an effective project. Applicants are strongly encouraged to provide benefits that include safety improvements, reduction of air pollution that improves air quality and reduction of current traffic volumes and congestion.

### 2. Quality of Life of the Community

The quality and feasibility of the project is a vital factor in its success. Describe how the project will complement existing facilities or future plans for the local area. Be sure to describe the context-sensitive solutions that make the project stand-alone. The project may provide connections

between residential areas and parks, schools or industrial areas. It may link more than one mode of transportation. These are valuable social impacts. If the project boosts the local economy due to an increase in tourism, the applicant has created a positive economic impact.

## **I. Relationship to Surface Transportation**

The questions asked in this section correspond to each of the Enhancement Groups shown in Part D of this application. If the project includes categories from more than one group, the applicant must answer the Enhancement Group questions that pertain to the project. For example, a project may acquire a scenic easement along a state highway and accommodate bicycles/pedestrians on that highway by adding shoulders. The project would fulfill the enhancement categories of transportation facilities for pedestrians and bicycles and acquisition of scenic easements and scenic or historic sites. The scenic easement qualifies under the Scenic and Natural Resources Group, while the improved highway shoulders would fall under the Trails and Bicycle Group. In this case, the sponsor must address questions one and two below.

### **1. Bicycle and Pedestrian Group – Addressing Transportation Needs**

Identify the transportation need(s) addressed by the applicant's project. Examples of transportation needs include, but are not limited to, filling network gaps, accommodating the appropriate level of transportation use, providing access to specific destinations, eliminating transportation barriers and providing a viable alternative to motorized travel. Describe how the project will meet the need(s) identified by the applicant.

### **2. Scenic and Natural Resources Group – Intrinsic Qualities**

Identify the qualities the applicant's project will create, enhance, protect, repair, revitalize or reestablish and describe how the project will facilitate this outcome. The qualities may be scenic, historic or environmental in nature. The qualities may also be pre-existing or something that the project will create.

### **3. Historic and Archaeological Group – Public Accessibility and Awareness**

Describe how the applicant's project will enhance awareness and public accessibility to an important cultural resource. Be sure to identify the project's target audience. Examples of enhancing awareness and accessibility include, but are not limited to, incorporating interpretive materials, raising the significance of an existing site or facility and complementing existing plans or projects in the area.

## **J. Long-Range Plan**

In addition to having a master plan for the project, the applicant should ensure that the project can be implemented as part of the city, county or organization's long-range plan. Also, by including the project in existing planning documents, important stakeholders will become familiar with and aware of the project, and the general public will be assured the plan is legitimate.

Projects incorporated into such plans may provide important links in the transportation system of the area or region. This, in turn, can provide some additional funding sources. All projects must be consistent with statewide, metropolitan area (where applicable) and local area long-range transportation plans and will automatically be added to MoDOT's Statewide Transportation Improvement Program.



## **K. Partnerships and Public Involvement**

Describe any partnerships that will be formed during or as a result of the applicant's project. The relationship may be between the applicant and private businesses, other governmental entities or state and federal agencies. Also indicate the role of each active partner. Examples of active partner roles include, but are not limited to, dedicated volunteer participation during or after the project, an outside source of dedicated long-term funding for the upkeep of the project or the creation of new groups or organizations that will be formed as a result of the project. Any supporting documentation should be attached to the application. Also describe any previous or planned public involvement activities. Describe any opposition the project may encounter, and what steps the sponsor will take to address that opposition.

## **L. Long-Term Maintenance**

All Transportation Enhancement Program projects must be maintained and open to the public for at least 25 years. There are many options to consider when determining who will manage and maintain the completed project. If the submitting organization has the available funding and commitments to meet this requirement, including the project in a long-term plan is highly recommended. Management and maintenance may be as simple as having one organization take complete responsibility. However, for projects that include numerous cities, counties or regions, this is not always possible. If more than one governmental entity will be responsible for maintenance activities, a letter of commitment must be attached to the application.

Ultimately, MoDOT will hold the local government sponsor responsible for assuring proper maintenance of the project. Failure to do so may result in the removal of the applicant's project and possibly require the repayment of funds. MoDOT will not be responsible for maintaining the applicant's project unless prior written consent has been obtained from MoDOT. **Transportation enhancement funds are not permitted for regular maintenance activities.**

## **M. Past Experience**

Briefly describe past transportation enhancement projects the applicant may have completed. Describe who did the design and implementation for the applicant's previous projects.

## **N. Environmental and Cultural Resource Consideration**

It is the project sponsor's responsibility to be aware of all necessary permits and clearances required prior to project approval. While the project is in the planning stage, make an assessment of potential negative impacts the project may have to the area. Although the applicant may not start the permit/clearance process until after receiving approval to begin design, there are preventative and/or corrective measures that can be taken to avoid negative environmental or cultural resource impacts to the project area.

For all "yes" boxes checked on the application form under this section, describe what steps applicant will take to avoid adverse impacts to the applicant's project location. If the applicant answered "no" to all the questions under this section, describe other ways the applicant plans to mitigate the negative impacts at the project location.

Examples of preventative and corrective measures include, but are not limited to, rehabilitation of a disturbed area using native plant species, creation of wildlife food plots to minimize vehicle-caused wildlife mortality, stream bank stabilization (when connected in some way to surface transportation), controlled public access to certain sensitive environments, scheduled clean-ups throughout the project to prevent the spread of pollution or damage to the work area, and

providing for proper drainage to lessen the effects of erosion due to an increase in impermeable surfaces.

#### **O. Application Clarity and Innovativeness**

It is advisable to have professional external reviews of the project application for grammar, typographical and mathematical errors. A well-written application makes a statement and is an important step in the application process. A good application does not need to be lengthy. A clear, concise application will also reduce the potential for confusion.

Innovative techniques help move the project steadily towards implementation by streamlining the development process. The applicant may need to work with the appropriate MoDOT district prior to submitting the application to determine if applicant is eligible for any streamlining opportunities available at the state and federal level.

Examples of streamlining techniques include, but are not limited to, 1) having a significant number of partners in a project to the extent that it moves the project forward, rather than bogging it down; 2) the use of federal agency partners to provide the non-federal match to the applicant's project; 3) significant in-kind donations of materials, services and cash for the non-federal match; and 4) partnership with applicant's conservation corps programs. There is not a single definition for innovative projects, so an applicant should be creative and highlight any techniques that demonstrate creativity and innovation.

#### **P. Previous Enhancement Funding**

If an agency is sponsoring an existing project that is considered to be a separate phase related to the project proposed in the application, then the application may receive emphasized consideration so as to ensure the project, in its entirety, may reasonably progress to the point of completion.

However, if an agency is currently sponsoring a project that is not conforming to the existing MoDOT Reasonable Progress Policy, then any new applications submitted by this agency may be penalized points, and any future applications may be penalized until any non-concurring projects are brought to conformity.

# TRANSPORTATION ENHANCEMENT FUNDS PROGRAM APPLICATION



STP # \_\_\_\_\_ (to be assigned by MoDOT)

Application Date: \_\_\_\_\_

Date Approved: \_\_\_\_\_

## **A. PROJECT SPONSOR INFORMATION**

**First Sponsor Name:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

---

**Second Sponsor Name:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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## **B. BASIC PROJECT INFORMATION**

Project Title: \_\_\_\_\_

District Number: \_\_\_\_\_ County: \_\_\_\_\_

Will the project be open to the public for at least 25 years? ☐ Yes ☐ No

Will a fee be charged for public access? If yes, how much? \_\_\_\_\_ ☐ Yes ☐ No

If yes, explain how the fees charged will be used.

## **C. PROJECT LOCATION INFORMATION**

1. Where is the project located? Attach a map no larger than 8 ½ inches by 11 inches.

2. Please check the appropriate box for each question.

- Is the project a component or extension of a previously awarded transportation enhancement project?  
If so, give the project number: STP-\_\_\_\_\_      Yes ☐    No ☐
- Does all right of way necessary for the project fall within public ownership or lease?      Yes ☐    No ☐
- Does the project sponsor own the right of way?      Yes ☐    No ☐
- If no, does the applicant have an option on the property executable within one year of application?      Yes ☐    No ☐
- Have utilities been cleared or considered for the project?      Yes ☐    No ☐
- If right of way acquisition is necessary, is the applicant willing to exercise condemnation authority to acquire?      Yes ☐    No ☐

#### **D. ENHANCEMENT CATEGORIES BY GROUP**

Check all that apply. A project may overlap groups. A project may be awarded additional points if multiple categories apply, provided that the applicant effectively demonstrates how this will be successful and how the multiple categories will complement one another. See page 8 of this guidebook for details.

##### **1. Bicycle and Pedestrian Group - (0 – 4 points)**

- ☐ Transportation facilities for pedestrians and bicycles
- ☐ Preservation of abandoned railway corridors, including conservation and use thereof for pedestrian and bicycle trails

##### **2. Scenic and Natural Resources Group - (0 – 2 points)**

- ☐ Scenic and/or historic highway programs, including the provision of tourist and welcome centers
- ☐ Acquisition of scenic easements and scenic or historic sites
- ☐ Landscaping and other scenic beautification
- ☐ Mitigation of water pollution due to highway runoff, including projects that reduce vehicle-caused wildlife mortality, while maintaining habitat connectivity

##### **3. Historic and Archeological Group - (0 – 1 point)**

- ☐ Historic preservation
- ☐ Rehabilitation and operation of historic transportation buildings, structures or facilities
- ☐ Establishment of transportation museums

### **E. PROJECT DESCRIPTION**

Please provide a concise overview of the project. **Please limit to one page.** Include major components such as project width, length and material types. Describe the project's link to surface transportation. Refer to page 9 of this guidebook for details. Drawings no larger than 8 ½ inches by 11 inches may be attached to the back of this application.



**F. GENERAL COST ESTIMATE - (0 - 5 points)**

**List the cost of the applicant's project components in the table provided below.** Not all budget categories may apply to all projects. Transportation enhancement funds can reimburse up to 80 percent of the total project cost. Non-federal matching funds may come from the applicant's resources or from a third-party donation to the applicant for cash, materials or labor. The minimum federal share request is \$25,000. (Tip: Add the rows across and then add the columns down. Both sums should be the same and equal the total project cost in the bottom right-hand corner of the grid).

A project with a total cost of \$100,000 and a federal-share request of \$50,000 would score 5 points (50 percent federal share request). A project with a total cost of \$100,000 and a federal share request of \$75,000 would receive 1 point (75 percent federal share request). Please round to whole dollar amounts.

LIST OF ITEMS IN ORDER OF COMPLETION	FEDERAL SHARE REQUEST	NON-FEDERAL MATCH		TOTAL (ADD EACH ROW)
		Applicant Budget	Donation	
1. Right of Way Acquisition	\$	\$	\$	\$
2. Design/Preliminary Engineering (No more than 10% of items 3-5 below)	\$	\$	\$	\$
3. Utility Relocation	\$	\$	\$	\$
4. Materials	\$	\$	\$	\$
5. Labor/Construction	\$	\$	\$	\$
6. Construction Engineering (No more than 15% of items 3-5 above)	\$	\$	\$	\$
7. Construction Contingency (No more than 10% of items 3-5 above)	\$	\$	\$	\$
<b>TOTALS</b> (Add each column)	\$	\$ [BOX 1]	\$ [BOX 2]	\$ [BOX 3]

**To determine applicant federal share request:**

$$\frac{\text{[BOX 1] + [BOX 2]}}{\text{[BOX 3]}} \times 100\% = \text{_____} \% \text{ (20\% minimum)}$$

**Note:** Please attach an additional sheet detailing the costs described above. [If applicable, describe all local groups/agencies that will complete work as part of the applicant's plan.](#)

Name and title of individual who prepared the cost estimates for this project:

Printed Name of Preparer	Preparer's Title	Preparer's Phone Number
Preparer's Signature	Date	

**G. FEDERAL MATCH:**

0-50%=5 points; 51-59%=4 points; 60-69%=3 points; 70-74%=2 points; 75-79%=1 point; 80%=0 point

## **H. IMPACTS - (0 - 5 points)**

### **1. Safety, environment, and traffic**

Describe the impact and effectiveness of the project. Include social, environmental, economic and other applicable impacts such as safety, air quality and reduction of congestion/traffic volume.

### **2. Quality of life of the community**

Describe the quality of the project concept in terms of the benefits it provides, how it complements existing efforts and the overall feasibility of the long-term goal(s) of the project. Examples include connectivity, tourism and safe routes to school.

## I. RELATIONSHIP TO SURFACE TRANSPORTATION

Sections 1 through 3 below relate to the category groups listed in Section D of this application. Answer all questions that apply. Refer to page 11 of the guidebook for examples of appropriate answers.

- 1. Trails and Bicycle Group – Addressing Transportation Needs - (0 – 4 points)** Describe how the project addresses transportation needs.
- 2. Scenic and Natural Resources Group – Intrinsic Qualities - (0 – 2 points)** Describe how the project enhances existing conditions regarding environmental, scenic or historic.
- 3. Historic and Archeological Group – Public Accessibility and Awareness - (0 – 1 point)** Describe how project will provide or improve public accessibility to and awareness of a cultural resource.

**J. LONG-RANGE PLAN - (0 - 5 points)**

Does the proposed project coordinate with a formally adopted local, regional or statewide plan such as an economic development plan, greenway plan, comprehensive plan, etc.? If so, please explain the relationship. If not, please explain how the proposed project will meet an existing goal of your agency.

**K. PUBLIC INVOLVEMENT AND PARTNERSHIP - (0 - 5 points)**

Describe the public involvement outreach activities the applicant has completed, or intends to complete, in order to gain support for this project. Also, describe any partnerships that will be developed as a part of this project. Describe any anticipated opposition to the project and how that opposition will be addressed.

**L. LONG-TERM MAINTENANCE** – (0 - 2 points)

What governmental entity will be responsible for the short- and long-term project maintenance? Identify and clarify all maintenance participation and the source of funds supporting long-term maintenance.

Will the project sponsor be able to maintain the project for a minimum of 25 years?

Yes

☐

No

☐

**M. PAST EXPERIENCE** – (0 - 3 points)

Briefly describe the your agency's past experience with the implementation of transportation enhancement projects or similar projects. Include the experience level of the your design staff or consultant, engineer and landscape architect, if applicable.



**N. ENVIRONMENTAL AND CULTURAL RESOURCE CONSIDERATIONS – (0 - 3 points)**

If the project involves any of the following natural or cultural items, the applicant may, after project approval, be required to obtain specific permits and clearance forms to ensure compliance with local, state and federal requirements. This list may not be all-inclusive.

Will the project involve:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| ➤ Historic buildings or archeological sites?         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Existing parks and recreation areas?               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Designated or undesignated wetlands and/or swamps? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Creeks or rivers?                                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Stream straightening and/or crossing?              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Lakes or ponds?                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Known hazardous materials and/or waste?            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Floodplains?                                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

For all “yes” answers, explain any preventative measures the applicant will take to mitigate adverse impacts during or after the implementation of the project. Additional information can be found on page 12 of the guidebook.

**O. APPLICATION CLARITY AND INNOVATIVENESS – (0 - 4 points)**

The application may be given up to four additional points for its overall clarity and the use of new or innovative techniques. Clarity includes following the guidelines, organization of the application materials and well-written but concise descriptions (no grammar, typographical or mathematical errors). Innovative techniques streamline aspects of the project. Examples of innovative techniques are found on page 13 of the guidebook.

**P. PREVIOUS ENHANCEMENT FUNDING – (-1 – 1 point)**

Please answer the following questions:

Did your agency receive enhancement funds during the previous funding cycle?

Does your agency currently have an enhancement project that has not been finalized?

Is the project listed in this application part of a phased project?

---

**We, the Undersigned:**

- Hereby submit this project application to the Missouri Department of Transportation (MoDOT) for approval of the project concept.
- Understand that the transportation enhancement funds program is not a grant program, and that enhancement funds are administered by MODOT.
- Understand that MoDOT will make enhancement fund payments as work progresses, and that no payments will be made until all local requirements have been met and proper documentation has been submitted to MoDOT.
- Hereby assure MoDOT that the required match will be available for all enhancement funded phases of this project at a time and through a process mutually agreed to by both MoDOT and the local government(s).
- Understand the project costs in this proposal are preliminary estimates only, and that actual final costs may be more or less than those reflected herein. We understand that any variance in enhancement funded projects will also affect the amount of the required local match and we are prepared to accommodate any additional local matching requirements.
- Hereby assure MODOT that the local government(s) will maintain (or cause to be maintained) this project in a way and for a period of time mutually agreed to by all parties. We further understand there will be a formal written agreement between the Missouri Highways and Transportation Commission (MHTC) and the local government(s) prior to project implementation.
- By signing this application, your organization agrees to assume all responsibility for all environmental and cultural resource impacts on the project, and understands this program is subject to availability and eligibility of federal funding.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Please include **10 copies** of your application when submitting to the district office. Your original application is included and counted as one of the copies. It must be submitted as well.

**Send all applications to Andrew Seiler at the MoDOT District 8 Office. Applications must be postmarked no later than May 19, 2006, or delivered to the MoDOT District 8 Office in Springfield by the end of the business day May 19, 2006.**

**Please call your district office with any questions.**

# CONTACT INFORMATION

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908 North Second Street  
Clinton, Missouri 64735  
(660) 885-3393

# REASONABLE PROGRESS

## Policy and Procedures

### POLICY

This policy is to ensure the State of Missouri is getting the maximum benefit of its federal transportation funds. The policy has two objectives: (1) ensure that federal funds will be programmed for a project within one year of the funds being allocated by MoDOT; (2) ensure that once a project is programmed, it will be constructed.

Transportation Management Area's (TMA's) with a Reasonable Progress Policy in place will be exempt from MoDOT's Reasonable Progress Policy. However, TMA's federal fiscal year ending balance will not be allowed to exceed a total of three years of allocation for that TMA. Any funds over the three-year allocation will be reprogrammed in the MPO or TMA area at the discretion of MoDOT and the TMA.

### PROCEDURES

The time frames shown represent maximum expected times for implementation approvals and concurrences; schedules will vary depending on project type. Actual progress towards implementation will be measured against the schedule submitted by the entity.

Project Development/Implementation Schedule:

<u>Phase</u>	<u>Maximum Time Frame</u>	<u>Funds Obligated</u>
1. Allocation of Funds	0 Months	No
2. Project Programming*	12 Months	No
3. Engineering Services Contract Approval	15 Months	Yes
4. Preliminary Plans and Right of Way Submittal (if applicable)	24 Months	Yes
5. Plans, Specifications & Estimate (PS & E) Submittal	34 Months	No
6. Plans, Specifications & Estimate (PS & E) Approval	36 Months	Yes
7. Construction Contract Award	48 Months	Modified
8. Final Certification/Project closeout	60 to 72 Months	Modified (as needed)

\*The completion of the Project Programming phase is defined by submitting the approved project's programming data form to MoDOT and the project receiving a federal project number from MoDOT.

\*\*The time lapse between Construction Contract Award and Project Closeout will depend on project type. Final Certifications as discussed in Section XI of the Local Public Agency (LPA) Manual must be submitted to the appropriate MoDOT District Representative within 60 days after final inspection.

#### 1. Reasonable Progress

For all federal-aid funds, "reasonable progress" shall have been made if a project has been programmed within one year of funding allocation. Verifiable steps toward achieving reasonable progress shall include submittal of all required documents to the appropriate MoDOT district office, entering into an Engineering Services Contract (if retaining outside engineering services) and initiation of the development of preliminary plans.



The development of right-of-way, utility, and railroad plans, if required, should be concurrent with preliminary plan development. Right-of-way negotiations should begin after MoDOT approves right-of-way plans. The award of the construction contract should occur no later than one year after the plans, specifications and estimate approval.

## 2. Policy Enforcement

If the allocated federal funds are not programmed for a specific project within one year, MoDOT will request information from the MPO or TMA or entity as to the planned use of the allocated funds. The MPO or TMA or entity will be required to provide a written explanation within 30 days of the notification as to the status of funds and a time line for their use. If adequate information is not received, MoDOT will pull the allocated funds from the entity and redistribute them at the department's discretion.

If a project falls six months behind schedule at any point in its development without a written explanation provided by the entity and approved by MoDOT, the entity and/or MPO or TMA will be contacted by MoDOT requesting information as to the cause of the delays. A letter will notify the entity of the schedule lapse and the possible implications of further delays. The entity and/or MPO or TMA will be required to reply in writing within 30 days of the letter date as to the project status and provide a revised timeline for the project. The entity will be allowed to reschedule a project one time after MoDOT has programmed a project. Any shifts in subsequent phases of a project caused by that rescheduling (if identified at the time of the rescheduling) will not be considered a separate change.

If a project falls one year behind the Project Development/Implementation Schedule at any phase, MoDOT will notify the entity and/or MPO or TMA of the schedule lapse by letter. The notification will serve as a final notice, giving the entity an opportunity to respond to the situation before MoDOT takes action. The notification will include:

1. Project status,
2. Current phase of project implementation, and
3. Funds obligated and spent on the project.

The entity and/or MPO or TMA must make a valid response to MoDOT including reasoning for why the project has not complied with the project schedule. Information about the project will be submitted to MoDOT in writing within 30 days of the notification letter date.

Actions taken by MoDOT may include removal of the project, which, per federal requirements, would require the entity to repay any federal funds spent on the project. The MPO or TMA and MoDOT will make the ultimate decision regarding the disposition of each project.

It **is not** the responsibility of MoDOT to keep the entity informed as to the status of the project. The entity will keep MoDOT informed as to any delays and/or unforeseen conditions that may hinder the project's progress. Failure to provide the required documentation will cause the project to be withdrawn and the funds redistributed at the discretion of MoDOT or the MPO or TMA. Federal regulations require the entity to repay any federal funds spent on a cancelled project. The project sponsor would be required to repay these funds prior to the programming of any future projects.

In addition, project sponsors failing to fulfill the obligations as stated in the contract agreement or showing reasonable progress for any project will not be allowed to request future project funds for a minimum period of one year, and then only with the approval of MoDOT.



## Transportation Enhancement Program Rating Sheet

**Project Sponsor:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

Missouri Department of Transportation  
3025 E. Kearny M.P.O. Box 868  
Springfield, MO 65801  
(800) 225-6483

**REQUIRED: Prior to Funding Consideration**

- \* Local match must be greater than or equal to 20%.
- \* There must be a direct relationship with surface transportation.
- \* The project must be available to the public for at least 25 years.
- \* The project must meet one or more of the nine enhancement categories.
- \* The local sponsor must be a government or public agency and is responsible for funding the project.
- \* A letter of concurrence from MoDOT is included. (Applicable only if the project lies within MoDOT right of way.)

**MET**


*Selection committee members are responsible for reading and understanding the complete description of the criteria in the step-by-step directions.*

**CRITERIA: The Project...**

	Points Scale	Points Maximum	Criteria Score
<b>D.</b> The project applies to at least one group of enhancement categories.			
1. Bicycle and Pedestrian Group	0-4	4	
2. Scenic and Natural Resources Group	0-2	2	
3. Historic and Archeological Group	0-1	1	
<b>F.</b> The cost estimate is detailed, complete, realistic and includes a minimum of 20% local match.	0-4	4	
<b>G.</b> Federal match point value: 0-50%=5pts.; 51-59%=4pts.; 60-69%=3pts.; 70-74%=2pts.; 75-79%=1pt.; 80%=0pts.	0-5	5	
<b>H.</b> The project provides beneficial safety, environmental, or traffic impacts, and enhances the quality of life of the community.	0-5	5	
<b>I.</b> The project is directly related to surface transportation.			
1. Provides for bicycle and/or pedestrian transportation needs.	0-4	4	
2. Provides scenic, natural or historic transportation enhancement.	0-2	2	
3. Provides for historic or archeological transportation enhancements.	0-1	1	
<b>J.</b> The project fits well into existing local, regional or state long-range transportation plans.	0-5	5	
<b>K.</b> The project sponsor demonstrated public outreach and input.	0-5	5	
<b>L.</b> The role of the organization responsible for maintenance is clearly defined.	0-2	2	
<b>M.</b> A description of the sponsoring agency's past experiences with transportation enhancements is included.	0-2	2	
<b>N.</b> The project addresses any preventative measures that may be necessary to mitigate adverse environmental or cultural impacts.	0-3	3	
<b>O.</b> The project application demonstrates clarity and the use of new or innovative techniques.	0-4	4	
<b>P.</b> The project is a continuing phase of a past or ongoing project.	-1-1	1	

(50 possible)

**Project Total Score:**